



DEPARTMENT OF THE NAVY
COMMANDER NAVAL RESERVE FORCES COMMAND
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5100

COMNAVRESFORCOMINST 4451.
N41

COMNAVRESFORCOM INSTRUCTION 4451.1

21 MAR 2005

Subj: AERONAUTICAL MATERIAL INTERIM STORAGE SITE (AMISS) MANAGEMENT
PROCEDURES

Encl: (1) Sample Discrepant Shipment Report
(2) Sample AMISS Annual Inventory Report

1. Purpose To establish management procedures for the operation of the AMISS at the Aviation Support Division (ASD) located on Naval Air Reserve (NAVAIRES)/Naval Operational Support Center (NOSC), New Orleans, Louisiana. The AMISS is the temporary storage site for aeronautical equipment procured for the establishment of transition of Navy and Marine Air Reserve squadrons.

2. Cancellation. Commander, Naval Air Reserve Force has authorized the cancellation of COMNAVAIRESFORINST 4451.1A.

3. Background

a. The establishment of a new aviation squadron, and/or the transition to a newer or different type/model/series aircraft of an already existing squadron several years in advance of what is projected on the Weapon System Planning Document (WSPD), poses unique situations. Due to accelerated transitions and early aircraft introductions, advance delivery of AMISS assets are made to the Naval Reserve Forces Command ahead of scheduled transitions or new squadron stand up dates. Commander, Naval Reserve Forces Command (COMNAVRESFORCOM) must accept these assets when they are made available.

b. AMISS is the storage concept and site for older model aircraft material being phased-out, but which may be needed at a later date. Type commander storage of this material may prevent long lead times and costly procurement actions. Every effort will be made to ensure that material is in ready-for-issue condition before being stored in the AMISS. Not-ready-for-issue material for which no repair facility in the claimancy exists, or for which repair costs are not considered cost effective, will be reviewed for retention on a case-by-case basis. The AMISS will not be used to store support equipment. Support equipment will be shipped to Operational Support Assets, New Orleans, Louisiana (OSANO) and is operated by COMNAVRESFORCOM (N42).

c. COMNAVRESFORCOM (N41) is the program manager for the AMISS and is the only authority to ship equipment to and from the ASD AMISS located at Naval Air Reserve (NAVAIRES)/Naval Operational Support Center (NOSC), New Orleans, Louisiana.

4. Action

a. COMNAVRESFORCOM (N41) will:

(1) Control movement of material to and from the AMISS.

21 MAR 2005

(2) Notify the ASD at NAVAIRE/NOSC New Orleans by message/fax when material is to be shipped to/from the AMISS.

(3) Direct shipping activities to immediately notify NAVAIRE ASD New Orleans of pertinent shipping data when material is released for shipment. Transportation Control Number (TCN), Government Bill of Lading (GBL), Individual Part Numbers (P/N), individual National Stock Numbers (NSN), quantity, nomenclature, and serial numbers where applicable.

(4) Resolve discrepant shipments.

b. NAVAIRE/NOSC New Orleans Aviation Support Division (ASD) will:

(1) Provide secure AMISS facilities.

(2) Perform material management of the AMISS.

(a) Receive, identify, inventory, and store incoming AMISS material.

(b) Prepare and ship material per COMNAVRESFORCOM (N41).

(c) Provide shipping data information to all concerned activities before shipment.

(d) Notify COMNAVRESFORCOM (N41) upon receipt of material.

(3) Provide a Discrepant Shipment Report to COMNAVRESFORCOM (N411) within 2 working days concerning all discrepant shipments. Enclosure (1) of this instruction is an example of the report format.

(4) Provide an AMISS Annual Inventory Report to COMNAVRESFORCOM (N411) by 10 January. The inventory will include the NSN, P/N, quantity and nomenclature. Inventory will be as of the last working day of the calendar year. Reports may be transmitted via message/e-mail. An example of the report format is in enclosure (2) of this instruction.

(5) Appoint in writing a full time AMISS manager. Forward a copy to COMNAVRESFORCOM (N41).

c. Activities shipping material to the AMISS will:

(1) Ship material only as directed by CNRFC (N411).

(2) Notify the ASD NAVAIRE/NOSC New Orleans of material shipments per paragraph 4a(3) above.

(3) Ensure the material is ready-for-issue prior to shipment.

(4) Ship non-ready-for-issue material only as directed by COMNAVRESFORCOM (N41).

21 MAR 2005


(5) Ship all material for the AMISS to:

N00206
Aviation Supply Department, Building 31
Attention: AMISS Manager
Naval Air Station, Joint Reserve Base, New Orleans
400 Russell Avenue
New Orleans, LA 70143-5012

5. Reports. The following reports have been approved for 3 years from the date of this directive:

a. Report control symbol COMNAVRESFORCOM 4451-1 has been assigned to the AMISS Annual Inventory Report addressed in paragraph 4b(4) above.

b. Report control symbol COMNAVRESFORCOM 4451-2 has been assigned to the Discrepant Shipment Report addressed in paragraph 4b(3) above.


W. S. BEYER
Chief of Staff

Distribution: SNDL
FR3

21 MAR 2005

Sample Discrepant Shipment Report

FROM: NAVAIRE NEW ORLEANS LA//N4//
TO: COMNAVRESFORCOM NEW ORLEANS LA//N41//
UNCLASS //N04451//
MSGID/GENADMIN/NAVAIRE NEW ORLEANS//
SUBJ/DISCREPANT SHIPMENT REPORT, RCS COMNAVRESFORCOM 4451-2//
REF/A/DOC/COMNAVRESFORCOM/01MMMXXX//
AMPN/REF A IS COMNAVRESFORCOM 4451.1//
RMKS/1. PER REF A, THE FOL ITEMS ARE MISSING FROM SHIPMENT:
NSN P/N NOMENCLATURE
5895-01-114-5894 ACB-11234 RECEIVER
5826-00-094-5589 65908-8880-8726 MODULATOR
2. SHIPMENT ID: TAC CODE NUMBER-DOCUMENT NUMBER.//
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21 MAR 2005

Sample AMISS Annual Inventory Report

Note: If inventory is transmitted via Streamlined Automated Logistics Transmission System (SALTS), the following format may be adjusted accordingly. Commander, Naval Reserve Force address is CNR, COMNAVRESFORCOM address is CNF

FROM: NAVAIRE/NOSC NEW ORLEANS LA//N4//
TO: COMNAVRESFORCOM NEW ORLEANS LA//N41//
UNCLASS//N04451//
MSGID/GENADMIN/NAVAIRE NEW ORLEANS//
SUBJ/AERONAUTICAL INTERIM STORAGE SITE (AMISS) INVENTORY FOR THE CALENDAR
UEAR ENDING 30 DEC 20XX, RCS COMNAVRESFORCOM 4451-1//
REF/A/DOC/COMNAVRESFORCOM/01MMMXXX//
AMPN/REF A IS COMNAVRESFORCOMINST 4451.1//
RMKS/1. PER REF A, AMISS INVENTORY FOR THE FISCAL YEAR ENDING 20 SEP 20XX IS
SUBMITTED AS FOL:

NSN	P/N	QTY	NOMENCLATURE
5895-01-114-5894	ACB-11234	4	RECEIVER
5826-00-094-5589	65908-8880-8726	2	MODULATOR

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